

# Memo

**To:** Department Heads and Boards  
**From:** Town Administrator Shaun Mulholland  
**Date:** August 12th, 2016  
**Re:** 2017 Budget Schedule

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The BOS has approved the following schedule for review of the proposed 2017 budgets.

September 12th	Budget Overview
October 3rd	Public Works, Administrative Budgets
October 17 <sup>th</sup>	Library, Fire and Police
October 24th	Ambulance
November 7 <sup>th</sup>	Sewer Dept., Final Budget Approval and Warrant Articles

We will not have completed budget numbers for Health Insurance, Dental Insurance, Property/Liability Insurance etc... until the end of October. It is possible we would have to make changes after the end of October as we have done in the past.

It is important the department heads and the chairpersons of the respective boards be at the scheduled BOS meeting at which their budget is to be discussed. It is also critically important all department heads and board chairpersons be in attendance at the BOS meeting on November 7<sup>th</sup> as the BOS will be making the final budget adjustments which may mean budget cuts to ensure the budget is within the parameters of the budget directive issued earlier.

If your individual budget does not appear on the schedule you are included in the Administrative Budgets scheduled for October 3<sup>rd</sup>.

If there are any questions or concerns please do not hesitate to contact me.

Shaun Mulholland  
Town Administrator

